

COMMUNITY SERVICES AND DEVELOPMENT

PROPOSAL INSTRUCTIONS

PROGRAM BACKGROUND

The Department of Community Services and Development (CSD) is the State-level partner with a network of local community services providers (both public and private, nonprofit organizations) throughout the state dedicated to assisting low-income Californians in achieving self-sufficiency. CSD administers the U.S. Department of Health & Human Services Community Services Block Grant (CSBG) Program. CSBG is designed to provide a range of services to assist low-income families and individuals in attaining the skills, knowledge and motivation necessary to achieve self-sufficiency. The program also provides low-income people with immediate life necessities such as food, shelter, and health care needs, etc. In addition, services are provided to local communities for the revitalization of low-income communities, the reduction of poverty and to help provider agencies to build capacity and develop linkages. Services provided with CSBG must contribute to the achievement of one or more of the following six goals:

- Low-income families and individuals become more self-sufficient;
- The conditions in which low-income families and individuals live are improved;
- Low-income families and individuals own a stake in their community;
- Partnerships among supporters and providers of services to low-income families and individuals are achieved;
- Agencies increase their capacity to achieve results;
- Low-income families and individuals achieve their potential by strengthening family and other support systems.

Federal law allows states to set aside 5% of allocated funds to be used at the discretion of the State. The CSD Director has allocated \$1,000,000.00 which will be used for discretionary programs as identified by need by CSD's service providers. *Agencies are limited to the submission of one proposal for this funding, with a maximum funding of up to \$75,000.00.* Currently, funding is available for:

➤ **At Risk Youth Development**

Proposals That Will Be Considered Within At-Risk Youth Development Include:

- Development/Enhancement of Incarcerated Youth Re-Entry Programs
- Development/Enhancement of Emancipation Assistance for Foster Youth Programs
- Development/Enhancement of Mentoring At-Risk Youth Programs
- Development/Enhancement of Delinquency Prevention Programs
- Development/Enhancement of Educational Programs (Drop-out prevention)
- Development/Enhancement of Nutrition Education Programs (Obesity Prevention)

➤ **Homelessness**

Proposals That Will Be Considered Within Homelessness Include:

- Food Assistance (Enhancement of Food Banks/ Food Services)
- Development/Enhancement of Emergency/ Supportive Programs (Shelter, Outreach, Case Management)

- Development/Enhancement of Subsidized Rental Assistance Programs
- Development/Enhancement of Affordable Housing Programs

➤ **Capacity Building**

Proposals That Will Be Considered Within Capacity Building Include:

- Development of Infrastructure Specific to Program Development
- Development of Community Education and Outreach Material Intended to Enhance the Public Relations Activity and Recognition of CSBG Funded Entities and/or Community Action
- External Training and Technical Assistance Resources focusing on Fundraising Strategies, Strategic Planning and Succession Planning
- Development of Volunteer Programs
- Collaboration Building Which Directly Supports Program Development (should support outcomes in the form of program enhancement/development).

APPLICATION INFORMATION

Applying for a CSD competitive discretionary grant begins with the submission of the documents listed under the Proposal Paper Elements section below. The print font should be no smaller than “10”. The proposal is to be submitted as an attachment to a cover letter prepared on your agency letterhead. Proposal must be received by CSD by 5:00 p.m. on October 13, 2006. CSD will not accept proposals that are faxed or e-mailed. Please mail the original proposal and two copies (all three hole-punched) to:

CSBG DISCRETIONARY INITIATIVES
Department of Community Services and Development
700 N. 10TH STREET
Sacramento, CA 95814
Attn: Carol Forrest

COVER LETTER

The cover letter must be on agency letterhead and must be signed by a representative of your agency authorized to commit your agency to conduct the project should it be approved for funding.

REQUIRED DOCUMENT CHECKLIST

ITEM	Required Content	Date Due
Cover Letter	On Agency letterhead and signed by authorized person	October 13, 2006
Proposal Summary	Addressing each category as described in Required Content Section.	October 13, 2006
Budget Forms	CSD 425.S Budget Summary CSD 425.1 CSD 425.1.2	October 13, 2006
Org Chart		October 13, 2006

PROPOSED BEGINNING AND ENDING DATES

CSD funding for this opportunity will be based on a 13 month contract which will commence November 1, 2006 and terminate December 31, 2007.

Upon selection, CSD may assist your agency in finalizing the project contract. Development of the contract will begin immediately upon approval of proposal. Projects do not become effective until an official signed contract is in place. It is incumbent upon the agency to develop and submit the documents timely to ensure an early start date.

LENGTH RESTRICTIONS

The proposal summary (Required Content) must not exceed five pages. This limit does not include the cover letter, budget forms and organizational chart attachments.

EVALUATION CRITERIA FOR CSBG PROPOSALS

The criteria listed below will be the basis for proposal evaluation and rating. Consideration will be given only to proposals describing services that directly relate to the target initiatives identified above. Considered in the criteria will be: geographic service and target population to be serviced; service delivery innovations with demonstrated successful client outcomes; potential for effective and impactful programs; and collaborations within the community which will strengthen the program.

The proposer should make every effort to demonstrate that the proposed outcomes meet the project objectives and that each component of the project has a direct collaboration with the overall project goals. NOTE: At its discretion, CSD reserves the right to request and verify references.

REQUIRED CONTENT

PROPOSAL SUMMARY: Abstract summary of the proposed program and the anticipated participant and/or community outcomes are clearly written and mirror the program as described elsewhere in the proposal. Identify the problem or deficiency that the proposed project is intended to correct. When identifying the problem, take into consideration changes or projected changes in population, emergency issues, and other demographic dynamics that may affect issues relevant to your project.

OBJECTIVES AND NEED FOR ASSISTANCE:

COMMUNITY NEED: The description of the target group and/or target area is complete and makes a compelling case for the need for proposed services. Information describing how the problem or needs were identified (data, needs assessment) is included. Sources for all target group/area data are noted. The target group and/or target area to be served are specifically identified. Identify and gather appropriate data relevant to the problem. (Points possible-20)

PROGRAM OBJECTIVES: The overall goals of the proposed program are aligned with components of National Performance Indicators. Additionally, the program goals and objectives can be measured with clearly defined and measurable outcomes. (Points possible-10)

APPROACH:

DELIVERY STRATEGIES, EVALUATION AND INFORMATION: All services and activities proposed are adequately described and provide a logical link to respond to the needs described in the needs statement. There is a description of the proposing organization's internal efforts to measure its program's operational effectiveness and client outcomes. The proposing organization provides a complete description of how information collected during the proposed program is gathered and recorded. Include measures taken to ensure accuracy of the data and information collected. (Points possible-15)

METHOD OF PROCEDURE: Break into significant phases - the beginning, operational and final phases of the proposed project. Be sure to include in the final phase how data collected determining the effectiveness of the project was will be reported. (Points possible-5)

COMMUNITY RESOURCES/COLLABORATIVES: The proposing organization provides a complete description of all other available community resources working toward the same or similar outcomes for their proposed target group/area and why barriers or gaps in services still exist. The Proposing organization collaborates with and identifies all collaborative partners and completely describes how its roles and responsibilities will be coordinated to promote program effectiveness. (Points possible-15)

ORGANIZATIONAL PROFILE/BUDGET:

EXPERIENCE SPECIFIC TO PROGRAM: The proposing organization has a history of operating similar programs for the same or similar groups or in the same geographic areas targeted in this proposal. The organization has proven performance and has consistently been compliant with CSD requirements in past performance of other CSD programs. (Points possible-15)

FISCAL PRACTICES AND LIABILITIES: There is a clear description of the proposing organization's accounting system demonstrating appropriate fiscal controls and the organizations ability to accept fiscal liability for any funds awarded. **BUDGET JUSTIFICATION/BUDGET FORM:** The proposing organization has justified each budget line item as being necessary, reasonable for its purpose and linked to the overall strategy proposed. When preparing the proposed budget, care should be taken in estimating costs. Costs must be reasonable and proportional to the stated problem. Obtain appropriate estimates from vendors or subcontractors and attempt to anticipate increases in costs that may occur between the time the proposal is submitted and the project start date. It is strongly recommended that you request assistance from your financial office to estimate accurate program costs. **FUNDING SOURCES:** Information is provided on any other sources the proposing organization receives funding from for the proposed project. Information provided should include information on any current pending applications for funding and/or partnerships which involve funding from other sources. Identification of Agency intended match (cash, in kind, services, etc) and value of said match is included. (Points possible-20)

DUE DATE:

All proposals must be received at CSD by 5:00 p.m. on October 13, 2006.